

CITY OF WATERVILLE
CUSTOMER SERVICE MANAGER

The City of Waterville seeks an energetic individual with proven skills to fill the position of Customer Service Manager. This is a highly responsible full-time managerial position that also performs the duties of Deputy City Clerk and Deputy Tax Collector.

Advanced computer skills, supervisory experience, and keen interpersonal skills are a prerequisite. A college degree and five years of municipal or related experience preferred. An equivalent combination of skill, training and experience may be considered at the discretion of the City Manager.

The successful candidate will need to work well independently and be able to handle the pressure of multiple deadlines. Maintaining effective working relationships with staff, the public, the media, and elected officials is a must.

This full time, 40-hour per week, position is available immediately. Qualified candidates are requested to submit a letter of interest, current resume, and three business references to the Office of Human Resources, City of Waterville, 6 Wentworth Court, Waterville, ME 04901. The City will be accepting applications until the position is filled.

The City of Waterville is an Equal Opportunity Employer